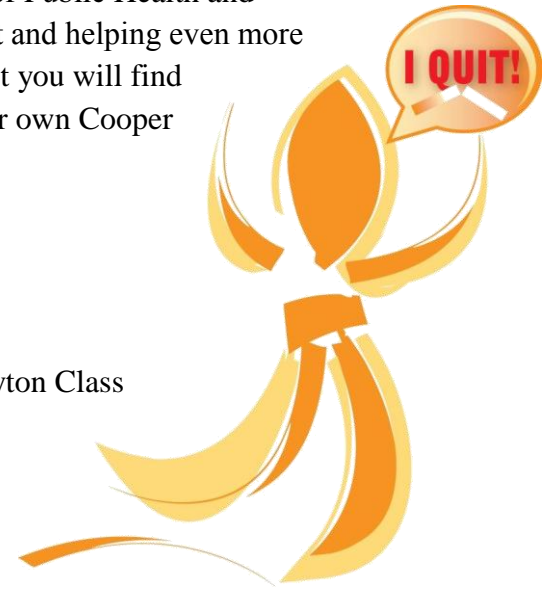


Mayor's Healthy Hometown Cooper Clayton Class Toolkit

Thanks for partnering with the Louisville Metro Department of Public Health and Wellness's (LMPHW) Mayor's Health Hometown Movement and helping even more people in our community live tobacco free lives. In this toolkit you will find easy guidelines and tools to help you start and coordinate your own Cooper Clayton Method to Stop Smoking Class.



What's In the Toolkit

- Step by Step Guide to Coordinating Your Cooper Clayton Class
- Helpful Hints
- Partner Facilitator Guidelines

If you ever have any questions, we are here to help:

Electronic Facilitator Toolkit

<p>Ellie Schweizer Community Health Specialist 400 East Gray St., Louisville, KY 40202 502-574-6541 502-574-5313 502-574-6810 fax Ellie.Schweizer@louisvilleky.gov</p>	<p>Mary Bradley Health Education Specialist I 400 East Gray St., Louisville, KY 40202 502-574-6585 502-574-5313 502-574-6810 fax Mary.bradley@louisvilleky.gov</p>
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Step by Step Guide to Coordinating Your Cooper Clayton Class

Coordinating Cooper Clayton Classes just takes a few steps; the short version is outlined below. You'll find all the nitty-gritty details about each step explained in the Partner Facilitator Guidelines found just after the "Helpful Hints" section.

Step 1: Choose the location, day of the week and time of your Cooper Clayton Class.

- You may already know where and when you'd like to host your Cooper Clayton Class, if so that's great!
- If you don't already have a place, day or time in mind, LMPHW can help you find a place!
- Things to consider: location, day of the week and time of day.

Step 2: Market your class.

- Get the word out about your class. Post the date, time and location on your agency's social media accounts and put it in your publications. You can make posters and hang them in the neighborhood where your class will be.
- LMPHW can help you to advertise your Cooper Clayton Class on the city's website and on printed materials that we distribute to community partners and the public.

Step 3: Recruit participants.

- LMPHW keeps track of everyone that wishes to attend Cooper Clayton Classes throughout Louisville.
- Be sure that all publications tell participants to contact us to register by calling 574-STOP (574-7867), e-mailing stopsmoking@louisvilleky.gov, or online at: <https://louisvilleky.wufoo.com/forms/register-for-stop-smoking-classes/>

Step 4: Prepare for your introductory class.

- About one week before your class starts, request a copy of your class registration list from Ellie Schweizer at 574-6541 or Ellie.Schweizer@louisvilleky.gov.
- Call participants to remind them of the class details and ask if they have any questions.
- Review the outline and handouts for the introductory class and make copies of everything you'll need. (Make a few extra copies of the forms and handouts, you may have walk-in participants!)
- Visit your class location and make sure they have the space and supplies ready that you'll need; tables, chairs, TV/DVD player, or laptop/speakers.



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- Make sure you have all the supplies you need for the class; Cooper Clayton Method to Stop Smoking books, DVD's, nametags, extra pens, extra forms, handouts, and anything you'd like to add to make the class more fun (like an icebreaker game or snacks).
- Want to rehearse? Contact Ellie at 574-6541, and she will arrange for a Cooper Clayton facilitator to work with you prior to class.

Step 5: Host the first class

- Provide name tags or sturdy paper to have all participants make table tents so you can learn everyone's names.
- Welcome your participants and have fun!
- After class email, fax or hand deliver participant information to LMPHW.

Step 6: Get Ready for Week 1 and Distribute NRT.

- A few days before your Week 1 class fill out an NRT request form based on your participant's Fagerstrom Test results and email or fax it to LMPHW.
- Pick up your NRT from LMPHW.
- Fill out the attendance sheet with the strength and type of NRT each participant receives.

Step 7: Conduct Your Cooper Clayton Class on a weekly basis for the next 11 weeks.

- If you ever have questions, contact LMPHW.
- LMPHW can find substitute facilitators in the case of a family emergency, mandatory training, or vacation.

Step 8: Close out your Cooper Clayton Class.

- At the end of your Week 12 class
 - Return all leftover NRT to LMPHW.
 - Email, fax or hand deliver your final attendance sheet to LMPHW.



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Helpful Hints

Best Practice Tips:

- Team teach or host a class with a mentor if you're a new facilitator.
- For clients with preexisting health issues, recommend that they advise their medical provider that they will use NRT to stop smoking.
- Count out patches in an envelope and mark with the milligram strength and the number of days that the patches will cover for each participant.
- Add a box or two to your order to keep extras on hand. People working outdoors tend to lose patches. Band-Aids, gauze wrap, paper tape, and ace bandages are helpful to keep patches on.
- Bring 14mg. patches to the first and second class in case participants experience negative side effects by starting on a 21mg patch.

LMPHW has many mentor Cooper Clayton facilitators who are happy to have you attend their classes to learn about first-hand how the class runs. Call 574-6541 or 574-5313 if you want to visit a class prior to you doing one on your own.

LMPHW can make copies of the forms and handouts for your participants if you do not have the capability.

LMPHW also offers other resources for your Cooper Clayton class! (Please send **request at least three weeks** in advance!)

- Exercise Class – (Week 4)
Michelle List, Michelle.List@louisvilleky.gov or (502) 574-6960
- Nutrition/Healthy Eating – (Week 5)
Lisa Arnold RD, LD, CDE, Lisa.Arnold@louisvilleky.gov or (502) 574-5284

Your contacts at LMPHW are:

<p>Ellie Schweizer Community Health Specialist 400 East Gray St., Louisville, KY 40202 502-574-6541 502-574-5313 502-574-6810 fax Ellie.Schweizer@louisvilleky.gov</p>	<p>Mary Bradley Health Education Specialist I 400 East Gray St., Louisville, KY 40202 502-574-6585 502-574-5313 502-574-6810 fax Mary.bradley@louisvilleky.gov</p>
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Partner Facilitator Guidelines

Scheduling a Cooper Clayton Class

Facilitators may choose the location, day of the week and time of Cooper Clayton Classes they host. Facilitators work with the venue to secure the room and equipment needed for their class.

- Suggested locations: Fire departments, churches, nonprofit organizations, and community centers. LMPHW is available to find a location, if needed.
- Day of the week: Cooper Clayton Classes must occur on the same day of the week for 13 weeks. Facilitators should make their best effort to clear their calendars to ensure that they are available to facilitate each class.
 - Notice any holidays that may fall within your Cooper Clayton Class semester and cover the material missed by;
 - Plan to meet on an alternate day in place of the holiday class,
 - Extend the class semester to 14 weeks to make up the holiday class,
 - Extend class(es) on a previous or prior date to cover the content of the holiday class, or
 - Other method to cover the content, as fitting.
 - In cases of emergency or with at least 24 hours' notice, LMPHW will work to find a substitute facilitator so class participants may still attend class in the absence of the regular facilitator.
- Time: To meet the needs of community residents, classes may be scheduled at almost any time of day. Classes held in the early evening, during the lunch hour, or at a shift change, are popular and well-attended.

Marketing a Cooper Clayton Class

Facilitators should publicize the date, time and location through their agency's communication media.

Facilitators should market the class via flyers, word of mouth, or any other method available to the community surrounding the Cooper Clayton Class venue.

- Class venues often have websites, newsletters, email lists to advertise classes.
- Partnering hospitals and physician's offices can advertise classes via discharge planning.

LMPHW will publicize via: printed schedules, email, LMPHW webpages, press releases and community contacts and coalitions.



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Coordinating a Cooper Clayton Class

Registering Participants

LMPHW registers all participants in Cooper Clayton Classes in Jefferson County that are free and open to the public. All marketing and promotional materials should drive participants to registration portals at 574-STOP (574-7867), stopsmoking@louisvilleky.gov, or online, <https://louisvilleky.wufoo.com/forms/register-for-stop-smoking-classes/>

Preparing for the introductory class

- About one week before the class starts, request a copy of your class roster from Ellie Schweizer or Mary Bradley at 574-5313, Ellie.Schweizer@louisvilleky.gov, or Mary.Bradley@LouisvilleKY.gov.
- Call participants to remind them of the class details and ask if they have any questions.
- Review the outline and handouts for the introductory class.
- Make copies of forms and handouts for the introductory class. If you are unable to make copies of class materials, LMPHW will work to help you obtain copies.
- Visit the class location to ensure the space and supplies (tables, chairs, TV/DVD player, or laptop/speakers) are available and accessible. Communicate with the venue to learn the logistics of the venue to ensure you/class participants are not locked in/out of the building, to ensure restrooms are available, etc.
- Gather additional supplies; Cooper Clayton Method to Stop Smoking books (if utilized), DVD's, nametags, extra pens, extra forms, handouts, and anything you'd like to add to make the class more fun (like an icebreaker game or snacks).
 - Businesses and community partners are often willing to provide small incentives for class participants. Reach out, as needed.

Introductory Class/Enrolling Participants

- Facilitate the class as instructed by the Cooper Clayton Method to Stop Smoking Facilitator Kit.
- After the introductory class via email (Ellie.Schweizer@louisvilleky.gov and Mary.Bradley@LouisvilleKY.gov), fax (574-6810) or hand deliver the following documents:
 - Attendance Sheet (an original or copy)
 - NRT Request Form
 - For **Walk-In Participants**:
 - Fagerstrom Test
 - Participant History Form
 - For **All Participants**:



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- Liability Waiver Form
 - Participant Agreement Form
- Additional Instructions
 - Attendance Sheet:
 - Note if participants are present (P), are excused (E) or have an unexcused absence (A) every week, and
 - Note the strength and type of NRT each participant receives;
 - Patches: P21, P14, P7
 - Gum: G
 - Lozenge: L
 - NRT Request Form: The NRT requested for each participant is based on their Fagerstrom Test results.
 - Call 574-5313 with any questions about the strength participants need.
 - Facilitators may request nicotine lozenges and gum too, as some people react negatively to patches and require another product right away.

Preparing for Weeks 1-12

- Continue to submit attendance sheets and NRT request forms via email (Ellie.Schweizer@louisvilleky.gov and Mary.Bradley@LouisvilleKY.gov), fax (574-6810) or hand delivery.
- Pick up NRT from LMPHW (see “Requesting NRT” below).
 - Participants are only on NRT until week 10. No NRT is needed for the last two classes of the semester.
- Conduct Cooper Clayton Classes on a weekly basis through Class 12.

Attendance

Participants may only have **two absences**. If participants miss two or more classes and do not make up or cover the material missed, they can no longer receive free NRT from LMPHW. These participants may still attend the class at no charge for group support.

If a class falls on a holiday or in the case of an excused absence or emergency, Facilitators may dispense up to two weeks of NRT to participants. In cases of emergency, participants may pick up NRT directly from LMPHW. (Please call 574-5313 24 hours in advance to notify staff.)



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How to Fill Out the Attendance Sheet:

- P = Present, A = Absent, M = Made-up Class
- Participant Names: Names will automatically generate when individuals register for classes online. For walk-in participants, write the participants name in the first column.
- Intro: If a participant is present for the intro class, mark the attendance sheet.
- # Cigs: The average number of cigarettes the participant smokes daily.
- NRT: The participant's beginning NRT dose. (Patches = 21mg or 14mg; Gum = G; Lozenge = L)
- 1-12: Mark the participants attendance (P/E/A/M) and NRT dose (21/14/G/L)
- Notes: Include any helpful notes.

Participant Name	Intro	# Cigs	NRT	1	2	3	4
Jane Doe	P	20	21mg	P/21mg	P/21mg	A/21mg	M/21mg

Cooper Clayton Class Materials

All Cooper Clayton Method to Stop Smoking materials and handouts are posted [online](#) for your convenience. You can make print and make copies of all the materials needed for all 12 weeks.

NRT

LMPHW offers community partners NRT for Cooper Clayton Classes that are free of charge and open to the public.

- Free: the host organization may not charge for admission to the class or for NRT.
- Open to the public: class participation cannot be restricted to specific groups such as, but not limited to; employees, retirees, alumni, or spouses/significant others. Classes held at locations may draw significantly from that venue, but it must be possible for members of the public to attend and they must be treated equally.

Classes that do not meet these two requirements may still partner with LMPHW for technical support but are ineligible to receive NRT.

NRT Dosing Schedule

Nicotine Replacement Therapy (NRT) includes nicotine patches, lozenges or gum. Most participants choose to use one of these products to help them stop smoking to minimize withdrawal symptoms such as cravings for cigarettes.

Patches

Most people will use 3 different strengths of nicotine patches over 10 weeks:

- Weeks 1-6: 21 mg (six weeks)



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- Weeks 7-8: 14 mg (two weeks)
- Weeks 9-10: 7 mg (two weeks)

Gum/Lozenges

Some people choose to use nicotine gum or lozenges; the dosing schedule for these products depends heavily on the severity of the participant's addiction. Refer to pages 34-41 in *The Cooper/Clayton Method to Stop Smoking* book for complete dosing schedules.

Requesting NRT

To request NRT, complete a [NRT Request Form](#) and submit it to LMPHW via email (Ellie.Schweizer@louisvilleky.gov and Mary.Bradley@LouisvilleKY.gov) or fax (574-6810).

Facilitators must provide at least **24 hours' notice prior to pick up**. LMPHW staff is available to distribute NRT from **9:00am until 4:00pm on Mondays, Wednesdays, and Fridays**.

Facilitators must submit attendance sheets and NRT Request Forms on a weekly basis to receive NRT. **NRT will not be released to Facilitators if their attendance sheets and request forms are not received.**

- After the Introductory Class:
 - Attendance Sheet (an original or copy)
 - NRT Request Form
 - For Walk-In Participants:
 - Fagerstrom Test
 - Participant History Form
 - For All Participants:
 - Liability Waiver Form
 - Participant Agreement Form
- Weeks 1-10
 - Attendance Sheet (an original or copy)
 - NRT Request Form

Security/Safe-keeping

Facilitators are responsible for keeping NRT safe and in good condition.

- Do not leave NRT in cars during hot or cold months; the efficacy of NRT can be affected by temperature change. (Store at temperatures between 68°-77°F.)
- Do leave NRT unattended in places such the office, class location, etc.



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Returning NRT to LMPHW

All unused NRT must be returned to LMPHW no later than two weeks after the last class. Returned NRT is used for other classes to ensure the product is used prior to the expiration date.

A pattern of lost or failure to return unused NRT may result in termination of LMPHW's partnership with the host agency/Facilitator.

Cooper Clayton Class Close Out

After the last class, submit the following forms to LMPHW via email (Ellie.Schweizer@louisvilleky.gov and Mary.Bradley@LouisvilleKY.gov) or fax (574-6810).

- Final attendance sheet
- Any registration, participant agreement, liability waiver or Fagerstrom Test forms not sent previously
- Participant/Facilitator evaluations
- Deliver all unused NRT to LMPHW



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